



Public Affairs

## CRISIS PLANNING, MANAGEMENT AND RESPONSE

AFI 35-102, 22 June 1994, is supplemented as follows:

1.1. Notify HQ AETC/PA of crisis situations as soon as possible. During nonduty hours, the HQ AETC/PA oncall duty officer can be reached through the HQ AETC command post (210-652-1859/3455 or DSN 487-1859/3455).

2.1. PAOs will maintain a minimum of three emergency response kits for use by the public affairs representatives at the command post, media center, and on scene as a member of the Initial Response Force. A kit may be maintained for use at the public affairs office, but is not required if the required information is readily available. Emergency response kits will include, as a minimum, base accident and emergency response plans and directives, appropriate AFIs and AETC supplements, sample news releases, telephone lists, change for pay telephones or a prepaid calling card, appropriate forms, administrative supplies such as paper, pens, and pencils, flashlight, and reflective safety vest or belt (in the

onscene kit). Contents of emergency response kits will be inventoried regularly and kept up to date. Response kits should be tailored to suit mission requirements and local conditions. Public affairs offices should ensure the appropriate all-weather gear is accessible to office personnel responding to crisis situations or participating in exercises.

3.12. Provide HQ AETC/PAN an information copy of the Post-Disturbance Wrap Up for onbase disturbances.

4.1.1. Inform HQ AETC/PA in addition to SAF/PA.

5.3. Coordinate with SAF/PAM through HQ AETC/PAN for proposed responses to media queries.

6.2.1. Forward initial and followup releases to HQ AETC/PAN.

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